

Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, California 92706

HUMAN RESOURCES COMMITTEE

Agenda for October 11, 2017 Meeting

Villa Park Room #230
3:00 – 5:00 p.m.

1. Welcome
2. Approval of Minutes of September 13, 2017 Meeting
3. Discussion – Based on EEO Training by Liebert Cassidy Whitmore (LCW)
 - a. Parameters, if any, to update job descriptions (i.e. “preferred”).
 - b. Eliminating letters of recommendation across the board.
 - c. Conducting a reference check for a finalist after the final interview and not before.
 - d. Exploring “blind” screening and interviews (i.e. eliminating the names of the applicants and assigning a number to each applicant).
 - e. How to market the colleges to attract more candidates.
4. Future EEO Training
 - a. LCW has agreed to conduct further trainings. The first training is scheduled for Thursday, November 9, 2017 at SAC and SCC. The second training is scheduled for January 30, 2018 during flex week at SAC and SCC.
5. Other
6. Next HRC Meeting

The next meeting will be held on Wednesday, November 8, 2017 in the Executive Conference Room #114 from 3:00 – 4:30 p.m.

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.



HUMAN RESOURCES COMMITTEE
Executive Conference Room – District Office
3:30 p.m. – 5:00 p.m.
Meeting Minutes for September 13, 2017

Members Present: Judy Chitlik, Alistair Winter, Dr. Marilyn Flores, John Zarske, Seth Daugherty, Jarek Janio, Joe Geissler, Adam O'Connor, Kristen Guzman, Sheryl Martin, Diane Hill, and Amber Stapleton

Members Absent: Dr. Linda Rose

Alternates/Guests Present: Elouise Marasigan and Carol Comeau

1. Welcome

Ms. Chitlik called the meeting at 3:32 p.m. Self-introductions of committee members followed.

2. Review of Board Policies

- a. AR 3435 – Discrimination and Harassment Complaints and Investigations
It was moved by Ms. Stapleton, seconded by Mr. Zarske and carried unanimously to move forward.
- b. BP 7330 – Communicable Disease
It was moved by Mr. Geissler, seconded by Ms. Guzman and carried unanimously to move forward.
- c. BP 7340 – Leaves
It was moved by Ms. Flores, seconded by Ms. Comeau and carried unanimously to move forward with language change as agreed by committee.

3. Discussion – Based on EEO training by Liebert Cassidy Whitmore (LCW)

- a. What guidance will be given to those who serve on committees and how far in advance will they need to be trained before serving?
Mr. Winter will continue to coordinate more training for district employees. Mr. Winter will look into scheduling another meeting for the month of October or November 2017.
- b. Parameters, if any, to update job descriptions (i.e. "preferred").
To be discussed at the next meeting.
- c. Eliminating letters of recommendation across the board.
To be discussed at the next meeting.
- d. Conducting a reference check for a finalist after the final interview and not before.
To be discussed at the next meeting.
- e. Exploring "blind" screening and interviews (i.e. eliminating the names of the applicants and assigning a number to each applicant).
To be discussed at the next meeting.

- f. How to market the colleges to attract more candidates.
To be discussed at the next meeting.
4. Other
No discussion.
5. Next HRC Meeting
The next meeting will be held on Wednesday, October 11, 2017 at 3:00 – 4:30 p.m. in the Villa Park Room (#230) at the District Office.

The meeting was adjourned at 4:53 p.m.

Approved: